

## ***REVISED INSTRUCTIONS***

### **Recording Payments for Autodeobligated Items - Direct Projects**

**Background:** In FIMA, there was a process to autodeobligate balances of undelivered orders and or accruals that remained on the books for a specified period of time. These autodeobligated balances were available to be reused within a period of 3 years if it was determined that a payment was due to a vendor. The last autodeobligation took place in September 2002. These procedures describe the process for Line Offices to request payment to a vendor for an autodeobligated item citing a ***direct*** (non-reimbursable) project in CAMS and also provide instructions for the Line Office on applying for the reuse of funds. Additionally, these procedures describe the process the Finance Office will use to record the invoice and payment to the vendor in CAMs.

#### **Line Office Instructions for Auto-Deob Adjustments:**

1. The LO will submit a certified invoice or receiving report to authorize Finance to make a payment to the vendor.
2. If the amount of the autodeobligated payment is ***greater than \$2,500.00***, the LO will submit supporting documentation to Ted Wolfgang, Finance Office (FO) c/o Candi Myers, Financial Reporting Division in Germantown (Fax 301-427-2040) to request an accounting adjustment for reuse of the funds.

**Note:** *(Must be submitted & approved by the LO Headquarters Budget Office requesting the adjusting GJ from the Finance Office, Financial Reporting Division)*

Supporting documentation must include :

- Name and phone number of a contact point at the Line Office
- Document Numbers (affected FIMA & CFS Document Number)
- Explanation of what happened – marked as “AUTO-DEOB”
- FIMA Query proving deobligation
  - Must be within 3 years of FY 2003
- CAMS Reports supporting the upward transactions, including (all information should be available in the CFS Data Warehouse in the APTRAN table):
  - i. Project/Task, Organization Code, Object Class Code
  - ii. Account Number (4X8X)
  - iii. Amount
  - iv. Transaction Date
  - v. Document Numbers
  - vi. Subsystem\_Code & Trans\_Source
  - vii. Trans\_Code, if available

For additional information on Reallowing Funds for Auto-Deob Items, please refer to the *FY 2003 (PY) Adjustments “Reallowing Funds document, Section 4 “Auto-Deob Adjustments*

#### **Finance Instructions:**

1. Finance receives a certified invoice or receiving report authorizing the payment to the vendor.
2. Finance determines that the invoice relates to an undelivered order or accrual that was deobligated through the Auto Deob process.
3. The invoice will be entered in CAMS as a **no-match** invoice.
4. The **FIMA document number** will be entered in the **Source Reference Field**.
5. Use item type **"AUDEOB"**
6. The FY and ACCS associated with the deobligated order will be entered on the PM003.
7. Any additional document number references - such as the CFS FM040 Purchase order number or any other number associated with the payment should be entered in the Line Item description field.

**SAMPLE PM003 for an AUTODEOB item - Direct Funds**

Step 1. Record the no-match invoice.

- Use Invoice Type **"NOMTCH"**
- Use **FIMA document number** in Source reference
- Use Item Type **AUDEOB**
- Use **same FY and ACCS** of original obligating document

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+-----+-----+
|                               Vendor Invoice Transaction Screen                               |pm003|
+-----+-----+
|Bureau 14 Inv: Type NOMTCH No 123 - 0 Date 27-NOV-2002|
|Doc: Source NONE Type NONE No 0- 0 Symbol < >|
|Source Ref DG2SE0169 FastPay N Int. System:NONE|
|Dates: Recd 29-NOV-2002 Retd Status OPEN 11-DEC-2002|
|Trans No 864124 Invoice Amount Applied 1,000.00|
|Vendor Invoice Amount 1,000.00|
|Vendor: No 30118- 2 Name INTEGRITY BUSINESS SOLUTIONS Addr< >|
|PPA Y Exchange Code US Customer Inv Type No|
|Terms: (1) Net 30 P 0.000 W/In 00 (2) Net 30 P 0.000 W/In 00|
|Approval: Y By P J O CONNOR Date 11-DEC-2002|
+-----+-----+
| R Itm Type MDL I D P R A Type T R W/H D H Emp No Inf Amount|
|-----|
|Y 1 AUDEOB 1 Q N N N N STD <N> Y <N> Y <N> 0 < > 1,000.00|
|< > < > < > < >|
|< > < > < > < >|
|< > < > < > < >|
+-----+-----+

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Count: \*1 <List><Replace>

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+-----+-----+
|                               Vendor Invoice Transaction Screen                               |pm003|
+-----+-----+
|Account Distribution For This Item No, Type and MDL|
+-----+-----+
|FY ACCS Qty Unit Price Amount Desc Status|
|-----|
|02 < > 1.000 1,000.0000 1,000.00 <C> OPEN 11-DEC-2002|
|14 89P1ACM-P00 02 06-01-01-000 06-02-0004-01-00-00-00 25-11-00-00 000000|
|RT Dates: Accept G/L 31-DEC-2002 PM006 Flag:< >|
|EA Due 29-DEC-2002 L/R|
|Disc D/L Lost|
|PS: MISC 0 Date 26-DEC-2002|
|Payment: PO HQS TDO 303 Encl 2 TREAS Type EFT No 0|
+-----+-----+

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